



# LOS ANGELES COUNTY COMMISSION ON HIV

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*While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.*

## EXECUTIVE COMMITTEE MEETING MINUTES

March 1, 2010

Approved  
6/1/2010

MEMBERS PRESENT	MEMBERS ABSENT	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Nettie DeAugustine	Michael Green	Jane Nachazel
Anthony Braswell, <i>Co-Chair</i>	Jeff Goodman		Jim Stewart
Al Ballesteros	Michael Johnson		Craig Vincent-Jones
Eric Daar	Lee Kochems	PUBLIC	Nicole Werner
Whitney Engeran-Cordova	Kathy Watt		
Brad Land	Fariba Younai		
Angélica Palmeros			
Mario Pérez			

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 3/1/2010
- 2) **Minutes:** Executive Committee Meeting, 9/28/2009
- 3) **Minutes:** Executive Committee Meeting, 11/2/2009
- 4) **Minutes:** Executive Committee Meeting, 2/1/2010

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:15 am.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve the 9/28/2009, 11/2/2009 and 2/1/2010 Executive Committee Meeting minutes, as presented (*Passed by Consensus*).
4. **PARLIAMENTARIAN REMARKS:** Mr. Stewart announced he has been re-certified for six years.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:** Mr. Braswell thanked Commissioners for their leadership at the February Commission meeting.
9. **EXECUTIVE DIRECTOR'S REPORT:**
  - Mr. Vincent-Jones noted he would be on medical leave from 3/18/2010 to 3/31/2010. Glenda Pinney and Dawn McClendon will be in charge of the office in his absence.
  - Form 700 (conflict of interest) has been released by the Executive Office. Ms. Werner will distribute it by email.

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### 10. OAPP REPORT:

- Mr. Pérez reported he and Mr. Vincent-Jones held a fruitful meeting to review Commission and OAPP common concerns. OAPP will present on service categories identified by the P&P Committee to inform its P-and-A process.
- The Medical Outpatient (MO) RFP process continues to move forward along with other RFPs including that for SPA 1.
- Dr. Green reported that today is the first day of Year 20, but HRSA still has not released the Part A award notice. The Project Officer said notice of the formula portion of Part A should be released next week, but it is not known whether that will include the Minority AIDS Initiative (MAI) notice even though it is part of the formula. HRSA has not finished the objective review phase of the supplemental portion of the award, so notice is not likely until sometime in April 2010.

### 11. HIV EPIDEMIOLOGY REPORT: There was no report.

### 12. PREVENTION PLANNING COMMITTEE (PPC) REPORT: The 3/4/2010 meeting will be from 2:00 to 5:00 pm.

### 13. CONSUMER CAUCUS REPORT: Mr. Braswell reported good discussion and some potential new Commission candidates.

### 14. STANDING COMMITTEE REPORTS:

#### A. Standards of Care (SOC):

##### 1. Standards of Care:

- Mr. Vincent-Jones noted, excepting OAPP, those who raised MO Standard issues at the 2/11/2010 Commission meeting did not comment during the review process despite continued efforts by SOC to elicit comments. OAPP raised a few small, mostly technical changes that were agreed to in advance with the Commission and standards also now include many "prevailing national guideline" references.
- SOC will incorporate Commission meeting comments and clarify language on provision of pharmaceuticals.
- Mr. Land noted standards are an ongoing process of key concern to consumers. A cut-off point is needed to print with a continuous review process going forward. Both consumers and providers must vote for the common good.
- Mr. Vincent-Jones said SOC is developing a process for routine standard review with an expert review panel every three or four years. The MO review will likely use the Medical Advisory Committee whose members formed most of the previous panel. The process will identify when to review out of cycle due to notable, unexpected issues.
- Mr. Ballesteros noted providers seem more likely to raise concerns than they were prior to economic contractions. He felt it important to better understand the root of provider resistance to certain standards to ensure feasibility.
- Dr. Green said standards are developed collaboratively with OAPP participating at the SOC to address feasibility issues as they arise, not when a standard is up for approval. That ensures feasibility necessary for OAPP contract work. Recent discussions have improved understanding of the process especially among newer OAPP staff.
- Mr. Vincent-Jones added Commission and OAPP leadership has worked hard to clarify misunderstandings since the Annual Meeting. Jennifer Sayles, Medical Director, now actively contributes to the standards process. Minimum expectations have continued to be incorporated into contracts throughout.
- Mr. Braswell said many packets lacked some 40 pages of the standard which mitigated towards the deferred vote.
- Mr. Engeran-Cordova said he asked the Commission to request a ruling from County Counsel on whether or not standards constitute minimum expectations to be incorporated in contracts as he perceived continuing dissension on the subject. He felt Commission credibility is at risk if a standard is passed as minimum expectations and OAPP does not incorporate it into contracts. He felt the most critical issue was clarity of relationship one way or the other.
- Mr. Vincent-Jones noted County Counsel only offers yes or no opinions on the letter of the law. HRSA delegates to jurisdictions the process for quality management development, so County Counsel has nothing to adjudicate. HRSA intends the MOU to govern such grey areas though it supports standards as minimum expectations. The MOU is on the verge of completion, so going to County Counsel now would indicate adversarial relations where there are none.
- Dr. Green added using County Counsel rather than the MOU would both dampen discussion and be expensive.
- Ms. Palmeros added coordination had continually improved. Going to County Counsel could disrupt the partnership.
- Mr. Land said he could access additional approaches if the partnership does not continue to improve. He felt going to County Counsel now could disrupt the partnership needed to get the standards published.
- On a related matter, Mr. Engeran-Cordova felt it inappropriate that he left the meeting expecting County Counsel would be contacted and then found it was not. Mr. Braswell noted he had questions about the nature and wording of a communication to County Counsel after the meeting and suggested to Ms. Bailey and Mr. Vincent-Jones that the Executive Meeting discuss it.

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- Mr. Vincent-Jones reflected Executive Director leeway in coordination with the Co-Chairs in accomplishing instructions, e.g., he has been directed to write a letter and three days later the issue had changed. The Commission can evaluate his implementation of charges via his performance review in closed Executive Session.
  - ➡ Mr. Vincent-Jones will check the Commission meeting tape to verify that additional comments on the MO standard will only be accepted until the SOC meeting on 3/4/2010 rather than until the March Commission meeting.
  - ➡ To facilitate presentation of the MO standard for approval: 1) comment time limits will be imposed; 2) coordinated Commission and OAPP support will be verified; 3) the few will not be permitted to delay the work of the many.
  - ➡ MOU Work Group will meet next week and set a date for completion of the reconciliation of the Commission's more detailed and OAPP's more basic versions. Action will be forwarded to the Commission for confirmation. Mr. Braswell and Mr. Engeran-Cordova will update the Commission on why County Counsel was not engaged.
2. **Evaluation of Service Effectiveness:** The Commission and OAPP met to finalize the plan for Commission presentation.

### B. Priorities and Planning (P&P):

1. **FY 2011 Priority- and Allocation-Setting:** The process is continuing.

### C. Joint Public Policy (JPP):

- The annual review of State legislation will be 3/17/2010, 1:00 to 5:00 pm.
- Carolyn Echols-Watson's final day was the prior week. Jim Chud is volunteering to help support the Committee.

### D. Operations:

#### 1. Membership Nominations:

- Juan Rivera's nomination for the Provider SPA 2 seat and Lee Kochems' nomination for the Provider SPA 8 seat will be presented for approval at the 3/11/2010 Commission meeting.
- Nominations will close and the election will be held for the three Executive Committee At-Large seats at the 3/11/2010 Commission meeting. There are currently four Commissioners nominated.

15. **NEXT STEPS:** There was no discussion.

16. **ANNOUNCEMENTS:** There were no announcements.

17. **ADJOURNMENT:** The meeting was adjourned at 12:00 noon.